

# Volunteer Opportunity

POSITION TITLE	iHELP TECHNOLOGY TEAM MEMBER
SUPERVISOR	ADULT SERVICES LIBRARIAN
LOCATION OF POSITION	LOUISVILLE PUBLIC LIBRARY
<b>Job Responsibilities:</b>	<ul style="list-style-type: none"> <li>Assists Library patrons with one-on-one assistance to access and download digital Library materials to mobile devices.</li> </ul>
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>Intermediate knowledge in use of portable electronic devices and downloaded content</li> <li>Ability to convey knowledge to beginning-level patrons</li> <li>Ability to help patrons identify their needs</li> <li>At least 16 years of age</li> </ul>
<b>Job Summary:</b>	<ul style="list-style-type: none"> <li>Teach basics of how to:               <ul style="list-style-type: none"> <li>access and navigate the digital content section of the Library website</li> <li>download digital content—such as eBooks, video, and audiobooks from OverDrive media—to mobile devices</li> <li>use Louisville Library’s mobile app</li> </ul> </li> <li>Available during morning hours</li> <li>Other duties as may be necessary to complete tasks</li> </ul>
<b>Material &amp; Equipment Used:</b>	<ul style="list-style-type: none"> <li>Mobile devices and Library website</li> </ul>
<b>Work Environment &amp; Physical Activities:</b>	<ul style="list-style-type: none"> <li>Relaxed atmosphere in Library and at area coffee shops</li> <li>Ability to sit for a one-to-four hour session</li> </ul>
<b>Training Provided:</b>	<ul style="list-style-type: none"> <li>Volunteer will be familiarized with Library’s downloadable media and Library procedures.</li> </ul>
<b>Minimum Time Commitment:</b>	<ul style="list-style-type: none"> <li>1-2 hours per week</li> </ul>
<b>Benefits:</b>	<ul style="list-style-type: none"> <li>Sharing knowledge that can help others enrich their lives</li> <li>Being part of a team at one of the top libraries in the State</li> </ul>

If you are interested, please complete a [City of Louisville Volunteer Application](#). These are available at information desks in the Library and on the Web site. You may return it to the Library in person, by mail, fax, or scan/email. Once your application is received, the supervisor will contact you to discuss the position and your qualifications and availability.